

## Checklist for assessment of first aid needs.

Factor to consider	-	Space for notes	-	Impact on first-aid provision
<b>Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)</b>				
Does your workplace have low-level hazards such as those that might normally be found in offices and shops?				The minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box.
<b>Employees</b>				
How many people are employed on site?				Where there are small numbers of employees, the minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low- hazard environments, you should consider providing: – first-aiders; – additional first-aid equipment; – a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?				You should consider: – additional training for first- aiders; – additional first-aid equipment; – local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.
<b>Accidents and ill-health record</b>				
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?				Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
<b>Working arrangements</b>				
Do you have employees who travel a lot, work remotely or work alone?				You should consider: – issuing personal first-aid kits; – issuing personal communicators/ mobile phones to employees.
Do any of your employees work shifts or out-of-hours?				You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?				You should consider the need for provision in each building or on each floor.

## Checklist for assessment of first aid needs.

Factor to consider	-	Space for notes	-	Impact on first-aid provision
<b>Working arrangements cont'd</b>				
Is your workplace remote from emergency medical services?				<p>You should:</p> <ul style="list-style-type: none"> <li>- inform the emergency services of your location;</li> <li>- consider special arrangements with the emergency services;</li> <li>- consider emergency transport requirements.</li> </ul>
Do any of your employees work at sites occupied by other employers?				<p>You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.</p>
Do you have sufficient provision to cover absences of first-aiders or appointed persons?				<p>You should consider:</p> <ul style="list-style-type: none"> <li>- what cover is needed for annual leave and other planned absences;</li> <li>- what cover is needed for unplanned and exceptional absences.</li> </ul>
<b>Non-employees</b>				
Do members of the public or non-employees visit your premises?				<p>Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.</p>